

LBNL – PROCUREMENT STANDARD PRACTICES

Section: 8 Required Sources of Supply

Subject: 8.1 Special Purchases

PURPOSE: This standard practice (SP) defines the conditions and requirements under which special items may be purchased.

POLICY: The Laboratory will follow applicable provisions of the Prime Contract and cited DOE Acquisition Regulations (DEAR) and Federal Property Management Regulations (FPMR) in the purchase of specified items and services.

SCOPE: This SP applies to all purchases of the items and services listed below.

DEFINITIONS:

Bureau of Land Management The Bureau of Land Management, means the Department of the Interior, Bureau of Land Management, Amarillo Field Office, Helium Operations, located at 801 South Fillmore Street, Suite 500, Amarillo, TX 79101-3545.

Federal Helium Supplier Federal helium supplier means a private helium vendor that has an in-kind crude helium sales contract with the Bureau of Land Management (BLM) and that is on the BLM Amarillo Field Office's Authorized List of Federal Helium Suppliers available via the Internet at:

http://www.nm.blm.gov/www/amfo/amfo_home.html.

Major Helium Requirement Major helium requirement means an estimated refined helium requirement greater than 200,000 standard cubic feet (measured at 14.7 pounds per square inch absolute pressure and 70 degrees Fahrenheit temperature) of gaseous helium or 7510 liters of liquid helium delivered to a helium use location per year.

PROCEDURES:

Special Items Any purchases made for the items and services listed below must be processed in accordance with the following clauses of the Prime Contract and the referenced DEAR and FPMR regulations, which are located in Title 48 and Title 41, respectively, of the Code of Federal Regulations (CFR):

Item or Service	Citation
Aircraft	DEAR 908.7102
Alcohol	DEAR 908.7107
Arms and ammunition	DEAR 908.7111
Coal	DEAR 908.7110

LBNL – PROCUREMENT STANDARD PRACTICES

Section: 8 Required Sources of Supply
Subject: 8.1 Special Purchases

Fuels and packaged petroleum products	DEAR 908.7109
Heavy water	DEAR 908.7121(a)
Helium	DEAR 908.7108/ Prime Contract Clause 1.9B
Lithium	DEAR 908.7121(c)
Motor vehicle leasing	FAR 8.11 and DEAR 908.11
Motor vehicle purchases	DEAR 908.7101
Precious metals	DEAR 908.7121(b)
Printing or duplicating	Prime Contract Clause 1.81
Paper for Copying, Printing, Filing, and Writing	Prime Contract Clause 1.9(c)
Real property and DEAR 917.74	Clause 1.70
Security cabinets	DEAR 908.7106
Utility services*	DEAR 970.41

* Not part of real property leases. (See SP 8.2, *Government Sources – General*)

Helium

The Laboratory must purchase major helium requirements from Federal helium suppliers, to the extent that supplies are available and provide the DOE Contracting Officer with the following data within 10 days after the delivery of helium from a Federal helium supplier:

- The name of the supplier;
- The amount of helium purchased;
- The delivery date(s); and
- The location where the helium was used.

Motor Vehicles

All requests for motor vehicles or supplies, materials, or equipment to be used on or with motor vehicles, (e.g., air conditioning, camper shells, and emergency equipment such as

LBNL – PROCUREMENT STANDARD PRACTICES

Section: 8 Required Sources of Supply
Subject: 8.1 Special Purchases

sirens and rotating beacons) must be reviewed by the vehicle representative in Fleet Operations (see the Procurement website at: <http://purch1.lbl.gov/>, under the heading, *Reference Library, Restricted Items Folder, Procurement Item Categories List*).

Printing and Duplicating Services

Printing and duplicating services must be obtained in accordance with the Government Printing and Binding Regulations (Title 44 of the U.S. Code) and DOE Directive 1340.1b, *Management of Public Communications Publications and Scientific, Technical, and Engineering Publications*. Failure to comply with these requirements may result in the cost of such printing or duplicating being disallowed under the Prime Contract.

The term Printing includes the following processes: composition, platemaking, presswork, binding, microform publishing, or the end items produced by such processes. Duplication of less than 5,000 copies of a single page, or no more than 25,000 units in the aggregate of multiple pages, will not be deemed to be printing.

All subcontracts that involve printing or duplicating services must include a provision substantially the same as Clause I.81, *Printing* of the Prime Contract.

The printing department at the Laboratory is the Creative Services Department

CLAUSES:

The following clause shall be included in all solicitations and orders that involve major helium requirements.

- FAR Clause 52.208-8, *Required Sources for Helium and Helium Usage Data*.

RESPONSIBILITIES:

Procurement Specialist

The procurement specialist must ensure that:

- Mandatory procedures are followed;
- Appropriate approvals are obtained according to the regulations listed above; and
- Appropriate clauses are included in the subcontract.

REFERENCES:

DOE Order 1340.1B, *Management of Public Communications Publications and Scientific, Technical, and Engineering Publications*

Prime Contract Clause I.9(c) – Printed or Copied Double-Sided on Recycled Paper

LBNL – PROCUREMENT STANDARD PRACTICES

Section: 8 Required Sources of Supply

Subject: 8.1 Special Purchases

Prime Contract Clause I.9B – Required Sources For Helium and Helium Usage Data

Prime Contract Clause I.70 – Acquisition of Real Property

Prime Contract Clause I.81 – Printing

Prime Contract Clause I.114 – Contractor Purchasing System